

UCAS
DISCOVERY
UK TOUR

EXPLORE
AN EXCITING

UCAS

EVENT LOCATION INFORMATION

Location specific information for
UCAS Discovery Farnborough

UCAS **DISCOVERY** UK TOUR

YOUR FUTURE STARTS HERE

LIVE LOUNGE - WHAT'S ON?

| | |
|---------------|-------------------------|
| 10:30 - 11:30 | Law |
| 11:30 - 12:30 | Leisure & Accommodation |
| 12:30 - 13:30 | STEM |
| 13:30 - 14:30 | Apprenticeships |
| 14:30 - 15:30 | Business & Creative |

SUBJECTS LIVE

| | |
|---------------|-------------------------|
| 10:10 - 10:30 | Nursing and |
| 10:40 - 11:00 | Law |
| 11:10 - 11:30 | Leisure & Accommodation |
| 11:40 - 12:00 | STEM |
| 12:10 - 12:30 | Apprenticeships |
| 12:40 - 13:00 | Business & Creative |
| 13:10 - 13:30 | STEM |
| 13:40 - 14:00 | Apprenticeships |
| 14:10 - 14:30 | Business & Creative |

LISTEN TO SPECIALIST TALKS
Take part in the Q&As, chat to experts and hear about your different careers in the Live Lounge.

OPEN DAYS
OPEN DAYS
OPEN DAYS
OPEN DAYS

UPCOMING OPEN DAY

| | | |
|--------|--------|----------|
| 15 JAN | 16 JAN | 18 APRIL |
| 19 JAN | 20 NOV | 19 DEC |

WELCOME AREA

MAKE IT REAL

EXHIBITING AT

Event: UCAS Discovery Farnborough

Date: Tuesday 16 & Wednesday 17 April 2024

Opening times:

Tuesday 16 April: 09:30 – 15:00

Wednesday 17 April: 09:30 – 15:00

Venue:

Farnborough International Exhibition &
Conference Centre

Trenchard Way

Farnborough, GU14 6TQ



EVENT INFORMATION

Accessibility

Full details on accessibility can be found on the [Farnborough International Website](#).

Accommodation

There are several hotels located near the venue and the [Farnborough International Website](#) can help you book at special rates. Please note that these hotels are just a guide for exhibitors and are not recommended by UCAS.

Arrival and registration

Exhibitor and contractor registration will take place at the loading bay doors, and in the main entrance of the venue. All exhibitors must wear a lanyard throughout the duration of their attendance on-site. Contractors will be provided with a wristband that must be worn throughout the duration of their attendance on-site. Please see further details about build-up and break-down further in the document.

Car parking

There is free parking available for exhibitors in Car Park 1, which is located a short walk from the main entrance. To access exhibitor parking, please use **Gate F** on arrival and follow the directions onsite to car park 1.

Gate F location: GU14 6TQ or what 3 words: [remind.clap.decreased](#)

EVENT INFORMATION

UCAS

Catering

There is a designated Staff Room (Exhibitor and Teacher Lounge) at this event. This will be open whilst the exhibition is open to the public, and will serve snacks and sandwiches, and hot and cold drinks. Note that this is a cash-less venue, only card payments will be accepted.

Each single stand (irrespective of the number of staff) will be provided with four free tea and coffee vouchers per day, for the duration of the event. If you are on a double stand (or larger) we will provide eight vouchers per day, which can be redeemed in the Staff Room. Please go to the Exhibitor Help Desk in the exhibition hall to collect your drinks vouchers. Exhibitors will also be able to help themselves to water using the towers in the Staff Room. Please bring a reusable water bottle with you to the event.

Filming and photography

If you are planning on undertaking any filming, or taking any photographs at the event, you must inform the organiser, a minimum of seven working days prior to the event at c.lemon@ucas.ac.uk. A form may need to be completed.

First Aid

If you require any first aid during the build-up, event, or break-down, please go to the organiser's office or alert a member of event or venue staff. The Organiser's office is located along the corridor to the side of the visitor catering.

Internet

Farnborough International has an open, free of charge Wi-Fi network suitable for browsing. There will also be additional Wi-Fi available for exhibitors with connection details available on site.

EVENT INFORMATION

UCAS

Organisers

The organiser's office is located in the corridor to the side of the visitors catering. The exhibitor help desk is located in the exhibition hall, here you can collect your drinks vouchers and speak to a member of event staff if you have any queries.

The main organiser is Chloe Lemon, c.lemon@ucas.ac.uk, and can be contacted pre-event via email or 07917078890 during the build, event hours and breakdown.

Risk Assessments

All exhibitors need to provide a risk assessment for your stand build and any activities that will be happening on your stand. If you have third parties building your stand, you will need to submit a copy of their risk assessment, stand drawings and public liability along with your exhibitor risk assessment no later than 4 weeks pre-event. You can upload this via Enet or email direct to c.lemon@ucas.ac.uk. The event organiser has completed a risk assessment for the event which can be found via your Enet account in useful documents, along with helpful templates and risk assessment advice.

Scanning

To take advantage of lead scanning at this event, you need to download the Smartlead UCAS app, and have purchased scanning for the UCAS/Discovery events. You will need a license code per device per event which are assigned to you when you purchase the scanning. Make sure your staff at the event have been provided with the license codes.

You will find a guide to setting up your device and how to manage your data in the [Exhibitor zone](#) along with a Scanning Instructions document that you can share with your staff attending the event. Hard copies are also provided on your stand.

A member of the UCAS team will be on hand at the Exhibitor Help Desk, to support you at the event, or you can call 01242 5448 08 or email events@ucas.ac.uk.

Schedule:

Monday 15 April

- 08:00 – 16:00 Stand build (PPE area – no exhibitor access).
- 16:00 – 18:00 Exhibitor/contractor access.

Tuesday 16 April

- 08:00 – 09:00 Exhibitor access. You should arrive in sufficient time to allow your exhibition stand space and exhibition materials to be fully erected no later than 30 minutes prior to the commencement of the event.
- 09:30 – 15:00 Exhibition open – trolleys will not be allowed on the exhibition floor once the exhibition has opened to the public.
- 15:00 – 16:00 Stand replenishment.

Wednesday 17 April

- 08:00 – 09:00 Exhibitor access.
- 09:30 – 15:00 Exhibition open – trolleys will not be allowed on the exhibition floor once the exhibition has opened to the public.
- 15:10 – 16:00 Exhibitor/contractor breakdown.
- 16:00 Stand breakdown (PPE area – no exhibitor access).

Build-up

Build-up times:

Monday 15 April 16:00 – 18:00

Tuesday 16 April 08:00 – 09:00

Wednesday 17 April 08:00 – 09:00

On arrival, all vehicles need to access the site via Gate F (GU14 6TQ or what 3 words: remind.clap.decreased). Security will then direct you along the inner road to the loading bay or car park 1 depending on vehicle size. Due to the number of vehicles and space available in the loading bay, please unload equipment and then move your vehicle to car park 1, before returning to build stands.

The main entrance doors can be used for small hand held deliveries during opening times of the event. No trolleys will be permitted in the hall once the event opens at 09:30.

Early Access Requests

If you think you might need extra time to build your stand (outside the build-up times stated above), please contact the organiser c.lemon@ucas.ac.uk as soon as possible.

In some circumstances, early access to the venue on the build-up day may be given, but this is only with the advance permission of the organiser. Please request early access in writing, at least 10 days notice before the build day. If advance permission has not been granted, exhibitors will be turned away from the venue until the exhibitor build-up session starts (16:00 on Monday 15 April).

Breakdown

Breakdown time:

Wednesday 17 April 15:15 – 16:00

Exhibitors should remain on their stands, and refrain from dismantling, until the exhibition closes and is cleared of all visitors on Wednesday 17 April, at which time an announcement will confirm when it is safe to start dismantling stands.

No vehicles will be permitted into the loading bay until all visitors have left the hall and surrounding area, and it is safe to allow vehicles into the pedestrian areas. If you have a courier arriving to collect goods, please do not ask them to arrive any earlier than 15:15, or they may be turned away.

When leaving the venue, please remove any waste – this includes literature not in a box, and anything not being collected by your courier – e.g., spare prospectuses. **Removal of any excess waste will be charged for.**

After 16:00 on Wednesday 17 April, UCAS contractors will have access to dismantle the event. If exhibitors are still breaking down their stands, they must wear a high-vis vest.

Deliveries

Please see the build up and breakdown section in addition to the following information. Any delivery to stands on the event open days must be completed, and vehicles removed from loading areas by 09:00; the venue will not allow the event to open if vehicles are blocking fire exit routes.

If you are expecting goods to be delivered by courier, please ensure they are aware of the dates of the show and hall opening times. Deliveries made before 08:00 on Monday 15 April will not be accepted as the venue have no facilities for the advanced storage of exhibition materials.

Delivery times are as follows:

| | |
|--------------------|---------------|
| Monday 15 April | 08:00-17:00 |
| Tuesday 16 April | 08:00 – 09:00 |
| Wednesday 17 April | 08:00 – 09:00 |

The venue address for couriers/deliveries is:

Name and number of stand,
FAO: Ashleigh Barker
UCAS Discovery Farnborough
Farnborough International Exhibitions & Conference Centre
Trenchard Way, Farnborough, GU14 6TQ

GES contacts and ordering portals

Deadlines: By 22 March for best prices

Telephone: +44 (0) 2476 380 190

Email: ucasdiscoveryfarnborough@ges.com

Espresso link: <https://ordering.ges.com/000032159>

Forms for ordering GES services can be found on your e-net account.

When ordering through GES, if your stand number has not been released, please use "TBC" as your stand number.



CONTACT DETAILS UCAS

UCAS Events Team

E: events@ucas.ac.uk

T: 01242 544 808

GES

E: ucasdiscoveryfarnborough@ges.com

T: 02476 380 190

Expresso Link: <https://ordering.ges.com/000032159>

GES Helpdesk: Located in the hall during build-up only

Onsite general enquiries:

Look out for event ambassadors wearing coloured t-shirts, they can offer advice and answer any questions.

Please familiarise yourself with the onsite Organiser's Office and Exhibitor Help Desk for any questions you have or help you need assistance with.

